

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

March 26, 2024

FROM

JASON ANDERSON, District Attorney

SUBJECT

Appropriation Adjustment for Unbudgeted Vehicle and Improvement to Structures

RECOMMENDATION(S)

1. Approve the purchase of a Ford Police Utility Vehicle from Fairview Ford to transport a Victim Advocate K9 Handler and their assigned facility dog, as an unbudgeted fixed asset, in the amount of \$67,166.
2. Approve the purchase of a chilled water-cooling system for the server room located at 303 W. 3rd Street, San Bernardino, as an unbudgeted fixed asset, in an amount not to exceed \$15,000.
3. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the appropriation adjustments to the District Attorney's 2023-24 budget, as detailed in the Financial Impact section (Four votes required).

(Presenter: Michael Fermin, Chief Assistant District Attorney, 382-3662)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The District Attorney (Department) will use salary and benefit savings of \$67,166 from vacant positions to purchase the Ford Police Utility Vehicle. The positions are funded by the California Office of Emergency Services (Cal OES) County Victim Services (XC) Grant. The Department has received approval from Cal OES to use savings from vacant XC positions to purchase a vehicle for the K9 handler who is also funded by the XC Grant.

The Department will use savings of \$15,000 from budgeted equipment for Cisco servers for a chilled water-cooling system (cooling system) for its server room at its San Bernardino office.

The necessary budget adjustments are as follows:

Appropriation Adjustment for Unbudgeted Vehicle and Improvement to Structures
March 26, 2024

Fund Center	Commitment Item	Description	Action	Amount
4500001000	51001010	Regular Salaries	Decrease	\$67,166
4500001000	54404040	Equipment	Decrease	\$15,000
4500001000	54504050	Vehicles	Increase	\$67,166
4500001000	54304030	Structures & Improvement To Structures	Increase	\$15,000

BACKGROUND INFORMATION

On October 24, 2023 (Item No. 32), and in accordance with Penal Code section 13835 et seq., the Board of Supervisors (Board) recognized the Department as the major provider of comprehensive services to victims of crime for San Bernardino County. The Bureau of Victim Services provides services to victims and witnesses of crime primarily through two grants from Cal OES.

In 2015, the Department implemented a facility dog program staffed with two specially trained facility dogs from Assistance Dogs of the West to accompany victims or witnesses of crime to testify at Court. We are committed to protecting our most vulnerable victims, our children, and the facility dogs alleviate their stress and trauma. The Department worked closely with the Superior Court to ensure that services would be provided efficiently and seamlessly in the courtroom.

The facility dog program has grown to three dogs to cover the three main regions of the county (Central, West End, and Desert) and a fourth dog to exclusively serve at the Children's Assessment Center to support children during forensic interviews and examinations. However, the facility dog assigned to the West End retired in December 2022. To avoid delays or gaps in service, the Department covers the West End by alternating coverage between the dog assigned to Central and the dog assigned to the Desert. The Department is in the process of obtaining another trained facility dog from Assistance Dogs of the West and hopes to onboard a dog in November 2024.

Each K9 handler is assigned a Ford Police Utility Vehicle to transport their facility dog. The Department requests Board approval to purchase a Ford Police Utility Vehicle for the handler assigned to the Children's Assessment Center. The Department anticipates savings in its XC Grant and has obtained approval from Cal OES to purchase a vehicle with these savings.

The Department also requests approval to purchase a cooling system for the server room located at 303 W. 3rd Street, San Bernardino. The cooling system is needed to maintain a climate-controlled environment for the protection of the servers during the summertime. The Department does not have a consistent operational cooling system during the summer when the main office HVAC units are shut off or turned up to reduce energy demands and utility costs. The Department has coordinated with the Project and Facilities Management Department (PFMD) to determine a solution that is cost-effective and can integrate with existing ductwork. The Department will purchase the cooling system and PFMD will coordinate the installation.

Appropriation Adjustment for Unbudgeted Vehicle and Improvement to Structures
March 26, 2024

PROCUREMENT

County Policy No. 11-04 requires Board approval for purchases of unbudgeted fixed assets, including capital equipment or vehicles, that cost \$10,000 or more. The Department has obtained pricing from the Countywide bid process conducted by Fleet Management, ITB No. VHS123-CFMAI-5002, and Fairview Ford was awarded Police Utility Vehicles.

The Department obtained three quotes for the cooling system from Presidio in the amount of \$11,596, SHI in the amount of \$12,516, and GST in the amount of \$11,923. The Department plans to request a purchase order be issued to Presidio as they provided the lowest quote. The Department requests a budget adjustment of \$15,000 to cover potential fluctuating costs of shipping or handling.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on March 6, 2024; Purchasing (Alberto Cazares, Lead Buyer, 387-3376) on March 6, 2024; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on March 6, 2024; Finance (Kathleen Gonzalez, Finance Analyst, 387-5412) on March 6, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Office, 387-5423) on March 11, 2024.

Appropriation Adjustment for Unbudgeted Vehicle and Improvement to Structures
March 26, 2024

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 26, 2024



cc: File - District Attorney
JLL 03/26/2024